OSA 5688-64 24 December 1964

MEMORANDUM FOR: Chief, Logistics Services Division

THROUGH: Chief, Administrative Staff, DD/S&T

Chief, Survey Branch, Office of Security

SUBJECT: Telephone Installation

1. It is requested that your office make the necessary arrangements to have the attached telephone installation accomplished in office complex 5-B-4404.

- 2. This installation will require one new Agency line, one new outside D.C. line, one new Oxford number and one new red line.
- 3. In addition to the above, the two-digit telephone (No. 37) now located in room 6-B-12 is to be moved to 6-B-4404, room No. 1, on the attached plan.
- 4. This installation will require the drilling of one new telephone hole.

5. As these offices are now occupied and are without telephone service, your expeditious handling of this request will be appreciated. If required, OSA Allotment Number 5261-1000 may be cited for any funding necessary. Please call extension 7761, for access to the area and for any

25X1A9a extension 7761, for a further information required.

Deputy Chief

Bupport Division, OSA

Attachment: a/s

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| Instrument | Room No. | Intercom To | Agency Lines | Outside Lines Red Line |
|------------|-------------|-------------|---------------------------------|---------------------------------------|
| <i>5</i> 1 | /1 2 | Room 2, #3 | Xev | New Outside New D.C. New Oxford |
| #2 | #1 | Room 2, #3 | Same as above on this instru | (All numbers ring |
| #3 | #2 | Room 1, #1 | Same as above | |
| #4 | #3 | Room 2, #5 | New | None New |
| #5 | #2 | Room 3, #4 | Same as above | |

Note: All instruments to be equipped with Intercom and Hold button. Two-digit telephone number 37 to be installed in Room #1

CONTIDENTIAL



